

The Campaign Finance Office of the State Board of Elections or the county board of elections office can assist you with assuring that your committee name is unique.

After completing the *Statement of Organization-Political Action Committee* and the *Certification of Financial Account Number Information* forms, an **Organizational Report** must be completed. The **Organizational Report** is the first required disclosure report for political committees (PACs). The contents of the **Organizational Report** would include any contributions received or expenditures made in order to support or oppose candidates. The **Organizational Report** must include the *Disclosure Report Cover* form (**CRO-1000**) and the *Detailed Summary* form (**CRO-1100**). If contributions have been received or expenditures made, additional forms containing those transactions would be included with this report. A helpful hint to remember when completing disclosure reports using our paper forms is that the *Detailed Summary* form (**CRO-1100**) is your roadmap. If you list a dollar amount on any line of that form, you will need to complete the form that is listed beside the dollar amount. If you use our electronic software, this process is even more simplified. Once these steps have been taken, the committee is ready to begin.

Reporting Forms

Disclosure reports are required from all PACs. These reports can either be filed on paper or electronically. Federal committees only file on the NC Federal Committee forms. Most committees will use less than 10 forms, but there is a form for almost all transactions, if needed. For committees desiring to keep all records in an electronic format, the Campaign Finance Office of the State Board of Elections has developed free electronic software to keep these records and complete the required disclosure reports. This software is discussed in the next section.

If you decide to use the paper forms, the following list contains the forms that could be used by your committee. These forms can be found on our website at www.sboe.state.nc.us. Some of the forms in our system are specific to certain types of committees. PACs should only submit from the list provided below and Federal Committees only from the second list below:

CRO-2100D Statement of Organization-Political Action Committee
CRO-2110 Statement of Organization Addendum
CRO-2120 Additional Committee Funds
CRO-3200 Certification of Inactive Status